

~~CONFIDENTIAL~~

22 May 1962

OFFICE OF PERSONNEL MEMORANDUM NO. 10-23-1

SUBJECT : Classification of Official Information and Material

REFERENCE : [ ] Classification of  
Official Information and Material

RESCISSION: OPM 10-305-3, dated 18 Dec 57, subject: Classification  
of Official Information and Material

1. Referenced Regulation contains not only criteria normally associated with the classification of official information, but in addition requires that group control markings be placed on classified data along with usual security classifications of TOP SECRET, SECRET, or CONFIDENTIAL. In this regard all classified material originating in the Office of Personnel is considered to be of an intelligence nature within the definition of Group 1 [ ] Therefore, effective immediately all classified material prepared in this Office will contain the Group 1 marking. This marking will be placed to the right of the normal security classification on the bottom of the page only. An example is shown at the bottom of this page.

2. The authority for the original classification of documents or other material rests with the Authorized Classifiers designated below. However, each member of the Office of Personnel who originates material is expected to be familiar with the rules set forth in [ ] and to recommend the proper classification to the appropriate Authorized Classifier. When required, assistance and guidance may be obtained from the Assistant Classification Control Officers.

3. The following officers are designated in accordance with [ ]

Assistant Classification Control Officers

Executive Officer  
Deputy Executive Officer

Group 1  
Excluded from automatic  
downgrading and  
declassification

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SUBJECT: Classification of Official Information and Material

b. Authorized Classifiers

(1) All classifications:

Division Chiefs and their Deputies  
Chief, Plans Staff  
Special Assistant to the Director of Personnel

(2) Classification below SECRET:

Branch Chiefs and their Deputies



Emmett D. Echols  
Director of Personnel

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